



INWG SUPPLEMENT 1

CAPR 77-1

23 September 2015

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

SUMMARY OF CHANGES.

This supplement lists the new requirement to carry a current copy each of the Indiana Wing safety policy and the Indiana Wing initial mishap reporting procedures in Tab One of the vehicle binder. The addition of the WEX fleet card for use as payment for general vehicle maintenance with guidelines provided by Indiana Wing OI 15-01 is referenced in section 3-2.c.

Changes since the last publication of this supplement are highlighted in gray.

CAPR 77-1 is supplemented as follows:

1-2, b. (6).

(a) Powered Vehicles. Vehicle Custody Units will write and sign a statement on the monthly CAPF 73 that the exterior and interior of the vehicle has been cleaned (such as "Vehicle cleaned on DD MMM YY"). Each year, the unit will provide proof that the vehicle has been waxed with a letter of confirmation signed and dated by the unit's Squadron Commander or Transportation officer that the waxing of the vehicle was performed. Drive through spray wax treatments are not sufficient. Use of a commercial facility can be documented by a receipt. The letter of confirmation or receipt of the waxing will be placed in the vehicles binder in the maintenance tab. It is the unit's responsibility to ensure cleanliness and pay for the waxing.

1-3. Vehicle Records Folder.

Primary records for each vehicle containing a copy of the vehicle registration, the vehicle's

original title, copies of each month's CAPF 73 for the current year and the prior year, records of repair and maintenance expenses and a copy of the insurance card will be maintained by the Wing Transportation Officer.

In addition, each Vehicle Custody Unit will maintain a three-ring binder in the vehicle. The Binder will have a cover sheet as found in Attachment 6 (Added). The binder will contain the following required documentation:

- Tab 1: registration and insurance; Copies of INWG Safety Policy and INWG Initial Mishap Reporting Procedures
- Tab 2: signed INWGF 937V;
- Tab 3: CAPF 73, CAP Vehicle Inspection Guide and Usage Data, completed daily and monthly for the current year and the prior year;
- Tab 4: records of repairs and maintenance expenses for current year and two prior years;

- Tab 5: copy of CAPR 77-1 and this supplement;
- Tab 6: Indiana Wing Staff and Unit Phone Rosters;
- Tab 7: Indiana Wing Communications Handbook and Call Sign listing.

1-8. Use of COVs, TUVs, and POVs.

b. Incident commanders are delegated authority to dispatch POVs for AFAM mission purposes when a COV is not available.

(1) Added. When dispatched on an AFAM by the Incident Commander, drivers must orally verify that proper insurance is available in accordance with the requirements of the state in which the vehicle is plated. A copy of the insurance verification will be provided to the Incident Commander. Additionally, drivers provide a properly completed CAPF 73 on the POV to the Incident Commander for each day that the POV is active on the mission. The CAPF 73 must be completed PRIOR to use of the vehicle on the mission. This CAPF 73 will be maintained in the mission record.

(2) Added. When a POV is authorized to be used in this manner, the Incident Commander will immediately notify the Wing Commander by email, and will ensure that a current copy of the vehicle's registration and insurance certificate are maintained in the mission record (in addition to the completed CAPF 73).

2-2. Vehicle Safety Requirements.

j. Fire extinguishers shall not be carried aboard CAP ground vehicles.

k. First aid kits shall not be permanently carried aboard CAP ground vehicles.

m. Drivers shall not use hand-held cellular phones or texting devices while operating COVs and POVs utilized under

the provision of para 1-8.

3-2. Vehicles Maintenance/Reimbursement Procedures.

a. The INWG/LGT is responsible for identifying the maintenance schedule required for each vehicle, ensuring routine maintenance is performed, immediately notifying the vehicle custody unit when maintenance is required. The INWG vehicle maintenance spreadsheet is the source for generating scheduled maintenance and the recording of completed maintenance. The VCU will then obtain a quote for the required maintenance and forward this to the INWG/LGT.

b. If the quote amount of the repair exceeds \$500.00 the Wing Transportation Officer will coordinate with NHQ/LGT, to acquire approval and a control number for the requested maintenance and then forward this approval to the respective unit to coordinate completion of the maintenance.

c. If the quote is under \$500.00, upon review, the Wing Transportation Officer will approve the repair and notify the VCU. This will allow the VCU to use the WEX fleet card for payment upon completion of the repairs. Reference INWG OI 15-01 for procedures.

d. (Added). The Wing Transportation Officer will notify the Emergency Services Director if vehicle maintenance requirement has the potential to impact the readiness of a ground team.

3-5. COV Appearance, Identification and Marking.

a. Vehicle markings will be the most current required by NHQ and all nonstandard markings/stickers (such as unit designations) will be professional in appearance, mounted on magnets and not permanently affixed to the vehicle.

3-6. (Added). Assignment of Unit Vehicle Management Personnel.

a. (Added). Units having custody of a

vehicle are termed "Vehicle Custody Units" (VCU). The VCU commander will appoint a unit transportation officer to serve as the point of contact on vehicle issues.

b. (Added). The INWG Form 937V outlines the unit's responsibility to maintain the vehicle on behalf of Civil Air Patrol and in accordance with Civil Air Patrol, Great Lakes Region and Indiana Wing directives

5-1. Vehicle Time and Usage Data

b. Vehicle time and usage data monthly reporting will be completed by the Wing Transportation Officer.

(1). Units will submit a copy of the completed CAPF 73, with a physical signature indicating completion of monthly vehicle inspection including inspection of tire pressure, by the 5th of each month to the Wing Transportation Officer by emailing a scanned copy of the CAPF 73 or faxing a copy

c. Added. Completed CAPF 73 vehicle reports are due to INWG/LGT the 5th of each month for the month prior. Vehicle Custody Units that fail to comply with this timeline two months in a row, or three times in a six month period, may lose their custody unit status or have their vehicle reassigned at the discretion of the Wing Commander. Additionally, custody units that are more than 5 days overdue (which is the 10th of the month following) for a given month may lose their custody unit status or have their vehicle reassigned at the discretion of the Wing Commander

VEHICLE RECORD BINDER



VEHICLE FIELD ID: _____

VEHICLE CUSTODY UNIT (Charter #): _____

UNIT TRANSPORTATION OFFICER (Name/Contact Number):

BINDER MUST REMAIN IN THE VEHICLE